

**U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
RECRUITING BULLETIN**

**ISSUE DATE:** July 26, 2012  
**CLOSING DATE** August 7, 2012

**Recruiting Bulletin No. 31-12-7888-213-I**  
**Denver Regional Office**  
**Denver, Colorado**

**POSITION:** Field Leader  
**GRADE:** GS-0303-05

**POSITION:** Field Supervisor  
**GRADE:** GS-0303-06/07

(Applicants must submit a separate application for all grade levels and locations for which you want to be considered.)

**NUMBER OF POSITIONS:** 1

**LOCATION OF POSITIONS:** The Following Locations in Texas:  
Williamson County plus parts of Travis County including areas North  
Of the Colorado River, East of I-35, and North of Highway 45 (including  
Cedar Part and the Anderson Mill areas).

**PROMOTION POTENTIAL:** This position has promotion potential to the target grade level of GS-7. You may be promoted to the next higher grade without further competition when all statutory and regulatory requirements have been met, performance is satisfactory and promotion is recommended by the supervisor. Promotion to the next higher grade is not guaranteed.

**EXCEPTED SERVICE APPOINTMENT**

**WORK SCHEDULE:** This position has a mixed-tour work schedule. A mixed-tour work schedule provides for periods of full-time, part-time, and/or intermittent work to accommodate fluctuating workloads. The candidate(s) selected for this position must sign an agreement outlining the conditions of employment prior to appointment.

**WHO MAY APPLY:**

**Current Permanent Schedule A U.S. Census Bureau employees within the area of consideration.**

**AREA OF CONSIDERATION:** The Following Locations in Texas:  
Williamson County plus parts of Travis County including areas North  
Of the Colorado River, East of I-35, and North of Highway 45 (including  
Cedar Part and the Anderson Mill areas).  
(See map at end of this Recruiting Bulletin.)

**DUTIES:**

**Field Leader – GS-05**

The incumbent performs Field Leader activities providing guidance and instruction to Field Representatives (FRs) within an assigned program area. A Field Leader assists in conducting group-training sessions (both initial and replacement) for Field Representative's using verbatim training guides, instructing them in interviewing procedures. Performs systematic, initial and special needs observations. Does re-interviews as a quality control measure. Converts non-interview (including refusals) by both telephone and personal visit, using skilled interviewing and probing techniques to obtain required data. The Field Leader, with supervisory approval, will reassign cases as needed within the team. On a continuing basis, the incumbent provides direct on-the-spot advice and guidance to the field staff. Provides assistance with both general and specific problems (including on-the-job training) and serves as a troubleshooter.

## **Field Supervisor – GS-06/07**

The incumbent performs field supervision activities for field staff within an assigned program area. The Field Supervisor provides guidance to assigned field staff on interviewing techniques and interview matters. The Field Supervisor duties include reviewing performance, writing performance evaluations and initiating performance and conduct based actions. The Field Supervisor is responsible for making assignments and reviewing the performance of subordinates. A Field Supervisor assists in conducting group-training sessions (both initial and replacement) for field staff, using verbatim training guides and instructing them in interviewing procedures. Does re-interviews as a quality control measure. Also may be assigned a varying number of non-interviews referred by the regular interviewing staff. Converts non-interview (including refusals) by both telephone and personal visit, using skilled interviewing and probing techniques to obtain required data.

**QUALIFICATIONS:** One year of specialized experience equivalent to the lower grade level in Federal service. Specialized experience is experience which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of a Field Supervisor and which is typically in or related to work of the position to be filled.

**In addition, applicants must meet all time-in-grade requirements for all grades.**

### **Grade 5:**

Applicants must have specialized experience described as: One year of specialized experience equivalent to the grade 4 level in the Federal service in: (1) conducting surveys, (2) interviewing clients, respondents, and customers to gather and obtain data in person or by telephone; and (3) operating a personal computer to collect data and generate reports.

### **Grade 6:**

Specialized Experience is described as: One year of specialized experience equivalent to the grade 5 level in the Federal service in: (1) conducting surveys, (2) interviewing clients, respondents, and customers to gather and obtain data in person or by telephone, (3) operating a personal computer to collect data and generate reports and (4) completing work assignments in accordance with production or progress standards.

### **Grade 7:**

Specialized Experience is described as: One year of specialized experience equivalent to the grade 6 level in the Federal service in: (1) conducting surveys, (2) interviewing clients, respondents, and customers to gather and obtain data in person or by telephone, (3) operating a personal computer to collect data and generate reports (4) completing work assignments in accordance with production or progress standards and (5) leading a geographically dispersed team for a survey or data collection operation.

Applicants must meet all qualification requirements by the closing date of this announcement.

**EVALUATION CRITERIA:** Candidates will be evaluated on the extent and quality of their experience and/or education. Also, **candidates must complete and submit the form attached to this announcement**, addressing how they meet the Evaluation Criteria.

**HOW TO APPLY:** Each applicant must submit a separate completed application consisting of

1. A resume, or an Optional Application for Federal Employment (OF-612), or Census Employment Inquiry (BC-170) for each grade level. List your work duties and accomplishments relating to the job for which you are applying. **(Applicants must submit a separate application for all grade levels and locations for which you want to be considered.)**
2. The Completed Evaluation Criteria Form contained in this announcement.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **Failure to provide this information may result in loss of consideration.**

- \$ Recruiting Bulletin number, title, and lowest grade acceptable. If you do not indicate a grade level on your application, you will be considered for the lowest grade advertised.
- \$ Full name, mailing address (\*including zip code), the county/parish you reside in, day and evening phone numbers (with area code).

- \$ E-mail address if available.
- \$ Country of citizenship (this Federal job requires U.S. citizenship).
- \$ Highest Federal civilian grade held (if applicable).
- \$ Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- \$ To qualify based on education, submit a copy of your college transcript, along with your application.
- \$ Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- \$ Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via FAX machines will not be accepted.
- \$ Complete application package must be received by the close of business (**5:00 p.m. MDT**) on the closing date of the announcement and submitted by mail or e-mail.

**Mailing Address:**            **Bureau of the Census,  
Denver Regional Office  
6950 W. Jefferson Avenue – Suite 250  
Denver, CO 80235  
Attention: Michael Collins or Debbie Lemmon**

**E-Mail Address:**            **DenverROFSApps@census.gov**

For further information on this vacancy, contact  
**Michael Collins or Debbie Lemmon at  
1-800/852-6159 or 720/962-3740.**

**CONDITIONS OF EMPLOYMENT:**

1. Must be willing to travel throughout all parts of the Field Supervisor area on short notice.
2. Must be willing to work days, evenings and weekends.
3. Must be willing to accept all assignments and work multiple surveys.
4. Must establish and maintain a safe work environment in their residence.
5. Must be able access the Census network environment through an internet connection to complete work assignments.

**OTHER IMPORTANT INFORMATION**

- \$ All eligibility requirements must be met by the closing date of the announcement.
- \$ You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be **REQUIRED TO SIGN AND CERTIFY THE ACCURACY OF ALL THE INFORMATION IN YOUR APPLICATION**. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin to work; or you may be fined or jailed.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATIONS WILL BE ON A CASE-BY-CASE-BASIS.

**THE DEPARTMENT OF COMMERCE, U.S. CENSUS BUREAU  
IS A EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

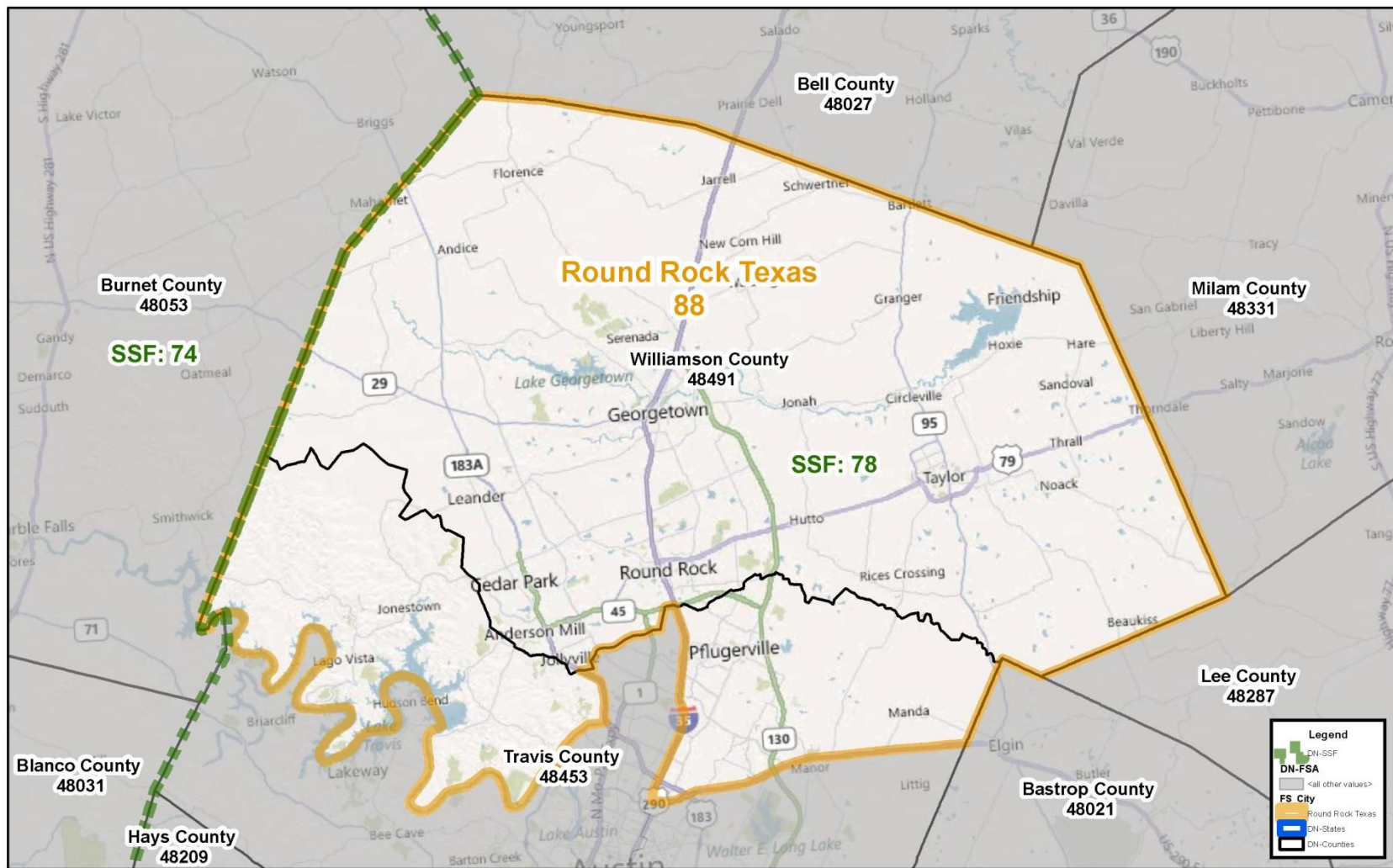
THE U.S. CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NONMERIT FACTOR.

**EVALUATION CRITERIA STATEMENT FOR  
FIELD LEADER GS-5  
FIELD SUPERVISOR GS-6/7**

COLUMN A	COLUMN B
<p><b>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</b></p>	<p><b>Applicants are also required to complete the following.</b></p> <ol style="list-style-type: none"> <li>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <b><u>OR</u></b></li> <li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <b><u>must include</u></b> the employer's name and address, the title of the position, and the dates of employment.</li> </ol>
<p><b>Factor 1: Supervisory experience</b></p> <p>Please select the answer that best describes your experience leading or supervising other employees.</p> <ol style="list-style-type: none"> <li>a. I have experience supervising a team of <b>at least 10 employees</b> and my responsibilities included all of the following: training employees, ensuring that work is completed according to standards, evaluating performance, disciplining employees, and terminating employees for poor performance or conduct.</li> <li>b. I have experience leading a team of <b>less than 10 employees</b> and my duties included at least two of the following: training employees, ensuring that work is completed according to standards, evaluating performance, disciplining employees, and recommending corrective action for performance or conduct.</li> <li>c. I have experience with <b>at least two</b> of the following: training employees, assigning work, ensuring that work is completed according to standards, recommending corrective action for performance or conduct.</li> <li>d. I have experience with <b>at least one</b> of the following: training employees, assigning work, ensuring that work is completed according to standards, recommending corrective action for performance or conduct.</li> <li>e. My experience is less than what is described above.</li> </ol>	<p style="text-align: center;"><b><i>Response must support answer circled in Column A.</i></b></p>
<p><b>Factor 2: Leading a geographically dispersed staff for survey or data collection operations</b></p> <p>Please select the answer that best describes your experience leading a decentralized workforce or office for a survey or data collection operation.</p> <ol style="list-style-type: none"> <li>a. I have experience leading a geographically-dispersed team that collected data through interviews, as well as personally conducted re-interviews, in areas or situations in which responses are difficult to obtain, such as those characterized by linguistic isolation, gated communities, and/or urban inner-cities.</li> <li>b. I have experience leading a geographically-dispersed team for a survey or data collection operation.</li> <li>c. I have experience assisting a supervisor who is responsible for leading a survey or data collection operation.</li> <li>d. I have been employed in a survey or data collection operation.</li> <li>e. My experience is less than what is described above.</li> </ol>	<p style="text-align: center;"><b><i>Response must support answer circled in Column A.</i></b></p>

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<p><b>Factor 3: Resolving issues and communicating guidance to a variety of audiences</b></p> <p>Please select the answer that best describes your experience effectively communicating technical and non-technical information relating to data collection operations to a variety of audiences.</p> <ol style="list-style-type: none"> <li>a. I have experience applying previous training and experiences to come up with solutions to complex or unusual problems; and preparing and giving speeches and presentations about those problems and solutions to employees at multiple levels within my organization as well as members of the community.</li> <li>b. I have experience applying previous training and experiences to come up with solutions to complex or unusual problems; and providing guidance about those problems to employees at multiple levels within my organization.</li> <li>c. I have experience responding to inquiries from other employees within my organization about standard problems.</li> <li>d. My experience is less than what is described above.</li> </ol>	<p style="text-align: center;"><b><i>Response must support answer circled in Column A.</i></b></p>
<p><b>Factor 4: Reviewing and analyzing production and progress reports to identify potential issues and determine appropriate corrective actions.</b></p> <p>Please select the answer that best describes your experience with report analysis.</p> <ol style="list-style-type: none"> <li>a. I have prepared <b><u>and</u></b> analyzed production and progress data reports in order to identify problems and <b><u>implement</u></b> corrective actions.</li> <li>b. I have prepared <b><u>or</u></b> analyzed production and progress data in order to identify problems and <b><u>recommend</u></b> corrective actions.</li> <li>c. I have completed work assignments according to production or progress standards.</li> <li>d. My experience is less than what is described above.</li> </ol>	<p style="text-align: center;"><b><i>Response must support answer circled in Column A.</i></b></p>



Round Rock Field Supervisor Area